

DCJS Annual Report Instructions

General Instructions:

1. Annual reports are due by September 20th following the close of the grant year.
2. Complete all sections including: Annual Statistical Report, Annual Summary Narrative, Annual Financial Status and Annual Projected Program Budget.
3. Complete all shaded areas on the Annual Statistical Report. Shaded areas indicate regulatory reporting requirements.

Program Identification Section

1. *Program Name*: Enter the name of your CASA program here.
2. *Grant Number*: Enter the CURRENT grant number from which you are receiving funds.
3. *Localities Served*: Enter the cities, counties and judicial district(s) your program serves.
4. *Reporting Person*: Enter the name of the person completing the report.
5. *Date*: Enter the date you are completing the report.
6. *Quarter*: Enter grant year (i.e. July 1, 1997 through June 30, 1998).

Case Volunteer Activity This Quarter Section

1. *Number of volunteers completing training*: Enter the number of volunteers who successfully completed the orientation training (minimum of 30 hours) this year.
2. *Number of volunteers active on cases*: Enter the number of volunteers who actually provided advocacy services to a child or children during this year.
3. *Number of volunteers unassigned*: Enter the number of volunteers you have who are screened, trained and able to take cases but were not assigned to an active case this year.
4. *Number of volunteers inactive*: Enter the number of volunteers who are screened, trained and are not able to accept cases during this year but are planning to do so at some point in the future.
5. *Total case volunteer hours*: Enter the total number of hours volunteers contributed to working as an advocate for children this year.
6. *Total volunteer case \$ equivalency*: Multiply the total number of volunteer case hours contributed by \$17.79 and enter the total. (\$17.79 is the accepted rate established by the VA Office on Volunteerism for volunteer activities).

Other Volunteer Activity This Year

1. *Number of Board members serving:* Enter the number of board members (whether a board of directors or an advisory board) who served the program during this year.
2. *Number of Board members hours contributed:* Enter the number of hours board members contributed to the organization during the year (include regular board meetings, special events, projects, etc.).
3. *Total Board member \$ equivalency:* Multiply the total number of hours board members contributed (# 2 above) by \$17.79 and enter the total. (\$17.79 is the accepted rate established by the VA Office on Volunteerism for volunteer services)
4. *Number of other volunteers serving:* Enter the number of volunteers who contributed time this year to CASA in any other capacity besides child advocacy or board activities (i.e. administrative assistance, special events).
5. *Number of other volunteer hours contributed:* Enter the number of hours contributed by volunteers performing tasks other than child advocacy or board activities this year.
6. *Total other volunteer \$ equivalency:* Multiply the number of hours contributed (#5 above) by \$17.79 and enter the total. (\$17.79 is the accepted rate established by the VA Office on Volunteerism for volunteer services).

Children Served This Year

1. *Number of Carry Over Children:* Enter the number of children the program considers as an "open case" as of the last day before the report year (i.e. June 30, 1997).
2. *Number of New Children:* Enter the number of new children the program served as an "open case" during the year (July 1 - June 30).
3. *Total Children:* Add 1 and 2 together and enter the result.
4. *Average number children assigned to volunteers:* Take the figure you arrived at in #3 above and divide it by the total number of "volunteers active on cases" you reported in the Case Volunteer Activity section and enter the result. If this number is over 3, an approved rationale must be on file at DCJS.
5. *Maximum number of children assigned to each volunteer:* Enter the maximum number of cases assigned to your volunteers. This should be 3 children or two sibling groups. If it is not, an approved rationale for exceeding this regulatory limit must be on file at DCJS. Please list the name of the volunteer(s) who exceed the limit and the number of children they are assigned. This list will be cross referenced with the DCJS files.

Demographic Information On Children Served This Year

****NOTE:** This section provides for a more detailed breakdown of cases to include the new, carry over and closed cases. It is provided for you as an option. However, you are required to complete the shaded Balance portion of the form (any shaded areas are requirements).

1. *Case Type*: Enter the number of children the CASA program served according to the type of case it is classified. (i.e. how did the case come to the attention of the court? If it came in on a custody petition, then it is considered a “custody” case.)
2. *Age*: Enter the number of children the CASA program served according to the age breakdowns listed.
3. *Gender*: Enter the number of children the CASA program served according to the gender breakdowns listed.
4. *Race*: Enter the number of children the CASA program served according to the ethnicity/race breakdowns listed. Please specify any “other” races served.
5. *Number not yet assigned*: Enter the number of children who have not been assigned a CASA volunteer. These will be children that you anticipate will indeed be assigned a volunteer.
6. *Number denied (no volunteer)*: Enter the number of children who were denied the service of a CASA volunteer due to there being none available. (i.e. the case was appropriate for CASA assignment if a volunteer was available.)
7. *Number denied (inappropriate)*: Enter the number of children who were denied the service of a CASA volunteer due to the inappropriateness of the referral.

Closed Cases This Year

1. *Number Total days assigned*: Of the ***closed cases this year***, enter the total number of days CASA volunteers were assigned to cases.
2. *Number Cases Closed*: Enter the total number of cases the CASA program closed during this year.
3. *Average Case Assignment Length*: Divide the Total days assigned by the # of cases closed and enter the result.
4. *Number Total days out of home*: Of the closed cases this year, enter the total number of days the child was in an out of home placement.
5. *Number Cases Closed*: Enter the total number of cases the CASA program closed during this year (same as #3 above).
6. *Average Length of Placement*: Divide the total number of days the child was in an out of home placement (#4 above) by the total number of cases the CASA program closed during this quarter (#5 above) and enter the result.

Additional Listing Page

This form must be completed **if** the CASA program has a volunteer who is assigned more than 3 children or 2 sibling groups. It must be completed each year. If an approved rationale is not on file at DCJS, please include with the report a rationale for each volunteer who exceeds the regulatory limit.